

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to take a career break to travel and explore new opportunities. This decision was not made lightly, as I have greatly valued my time at [Company's Name] and am incredibly grateful for the support and opportunities I have received during my tenure.

During the remainder of my time here, I will do my best to ensure a smooth transition and to complete any outstanding tasks. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]